Time: Tuesdays, 6:00-8:00 p.m., commencing September 22
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Texts: H.D. Woods, S. Ostry, *Labour Policy & Labour Economics in Canada,* MacMillan (paperback); Selected issues of Annual Reviews, Economic Council of Canada, to be announced at first class.

Management for Industry

Instructor: W.T. Nutson
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: W.W. Haynes, J.L. Massie, *Management – Analysis Concepts and Cases,* revised edition, Prentice-Hall, 1969

Interviewing and Counselling

Instructor: J.C. Chisholm
Time: Tuesdays, 7:30-9:30 p.m., commencing September 22
Place: East Asian Studies Building
Fee: $95.00 – 25 sessions
Texts: G. Shuksmith, *Assessment Through Interviewing,* Pergamon Press, 1968 (paperback); J.A.C. Brown, *The Social Psychology of Industry,* Pelican, 1954 (paperback)

Human Relations and Human Organization

Instructor: M. Wilson
Time: Mondays, 7:00-9:30 p.m., commencing October 5
Place: East Asian Studies Building
Fee: $100.00 – 20 sessions
Text: None

The Personnel Function

Instructor: T.L. Bourk
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: New Academic Building, Victoria College
Fee: $95.00 – 25 sessions
Texts: J.W. Towle, S.H. Schoen, R.L. Hilgert, *Problems and Policies in Personnel Management, A Case Book,* Houghton-Mifflin, 1965; W.L. French, *The Personnel Management Process: Human Resources Administration,* Houghton-Mifflin, 1964

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Management Principles and Organizational Behaviour

Instructors: A.I. Hainey, K.W. Preston
Time: Wednesdays, 6:00-8:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: A reading list will be provided

An Overview of Personnel Administration (half course)

Instructor: G. Wilson
Time: Mondays, 6:00-8:00 p.m., commencing January 4
Place: Carr Hall
Fee: $45.00 – 13 sessions
Text: Strauss and Sayles, *Personnel – The Human Problems of Management,* Prentice-Hall, 2nd edition, 1967

Statistical Methods (half course)

Instructor: V. Sawyer
Time: Thursdays, 7:30-9:30 p.m., commencing October 1
Place: Galbraith Building
Fee: $45.00 – 12 sessions
Text: TBA

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DIVISION OF UNIVERSITY EXTENSION
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PERSONNEL AND MANPOWER CERTIFICATE PROGRAMME 1970-71

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This programme is designed to provide basic training in the fields of personnel, industrial relations, and manpower development. It is intended for people working in these fields who wish to improve their qualifications and competence, and the courses are at a university level.

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University admission requirements (senior matriculation); or of age 25 or older with experience in the fields covered by the programme or having obtained a minimum of 60% in at least one senior matriculation subject.

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Division of University Extension
Continuing Education Programme
84 Queen's Park
Toronto 5, Ontario. Telephone: 928-2400

Courses

Obligatory

Organizational Psychology

Instructor: M. Weissengruber
Time: Thursdays, 6:00-8:00 p.m., commencing September 24
Place: Carr Hall
Fee: $95.00 – 25 sessions
Text: H.J. Leavitt, *Managerial Psychology,* University of Chicago Press, 1964 (paperback)

Adult Learning and Teaching

Instructor: A.R. Devlin
Time: Wednesdays, 6:30-8:30 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: J.R. Kidd, *How Adults Learn,* Association Press (New York) or G.R. Welch (Etobicoke), 1959

Training and Developing Personnel (Principles and Methods)

Instructor: A. Joma
Time: Wednesdays, 7:00-9:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: ASTD, *Training and Development Handbook,* McGraw-Hill, 1967

Communications

Instructors: A.F. Collaco, M. Ciglen
Time: Tuesdaysm 6:00-8:30 p.m., commencing September 22
Wednesdays, 6:30-8:30 p.m., commencing September 23
Thursdays, 6:30-8:30 p.m., commencing September 24
Place: East Asian Studies Building
Fee: $95.00 – 25 sessions
Text: None

Optional

Economics – An Introduction

Instructors: J.I. McDonald, W.H. Merritt
Time: Tuesdays, 7:00-9:00 p.m., commencing September 22
Thursdays, 6:00-8:00 p.m., commencing September 24
Place: Tuesdays – Galbraith Building
Thursdays – Carr Hall
Fee: $95.00 – 25 sessions
Text: P.A. Samuelson, A. Scott, *Economics – An Introductory Analysis,* McGraw-Hill, 1968

Labour Relations

Instructor: F.W. Murray
Time: Mondays, 7:30-9:30 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: N.W. Chamberlain, J.W. Kuhn, *Collective Bargaining,* McGraw-Hill

The Economics of Labour Relations

Instructor: J.I. Stewart

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